



**Office of Internal Audit
Monthly Internal Control Tip**

Ensure that activities, actions, and decisions as a department, agency, and individual are guided by a high standard of ethical conduct.

“A man without ethics is a wild beast loosed upon this world.” – Albert Camus

The January Monthly Internal Control Tip, which can be found [here](#), provided details regarding the definition of ethics. It also included information regarding responsibilities as a public employee. At Louisville Metro Government (LMG) cultivating an ethical culture is a top priority. LMG employees, agencies, and departments are expected to exhibit behavior that is guided by, “honesty, integrity, leadership, teamwork, and responsiveness.” The complete Standards of Ethical Conduct can be found in Personnel Policies 1.5 through 1.7. This Monthly Internal Control Tip is intended to give an overview of the principles of behavior expected from LMG employees and the LMG policy regarding conflicts of interest.

Ethics: Principles of Behavior

- Louisville Metro Government (LMG) expects its employees to follow the Principles of Behavior set out in the Standards of Ethical Conduct 1.5(5) and 1.5(6). Violations of these principles constitute grounds for disciplinary action.
 - Deal with coworkers and the public in a respectful manner.
 - Perform work with honesty and integrity.
 - Uphold the laws of the United States, the Commonwealth of Kentucky, and LMG.
 - Follow and promote standards of safety.
 - Accurately report work time.
 - Cooperate in hearings and investigations.
 - Conduct the performance of job duties in the best interest of LMG.
- For a complete listing of Principles of Behavior see Standards of Ethical Conduct 1.5(5).

Ethics: Conflicts of Interest

- All employees shall avoid conflicts of interest, potential conflicts of interest, and situations that give the appearance of conflict of interest.
- For a more complete description of what constitutes a conflict of interest and examples of what constitutes a conflict of interest see Standards of Ethical Conduct 1.6(1) through 1.6(15)
- For a complete listing of Ethical Responsibilities see Standards of Ethical Conduct 1.5(1) through 1.5(4)

Unethical activity can be reported to the Louisville Metro Ethics Tipline by way of one of the following methods:

Via Telephone: 1-888-226-2264

Via Online Reporting: [Louisville Metro Government's Web Reporting System](#)

This tip brought to you by the Office of Internal Audit. Previous Monthly Internal Control Tips can be found on the Office of Internal Audit's webpage, located [here](#).